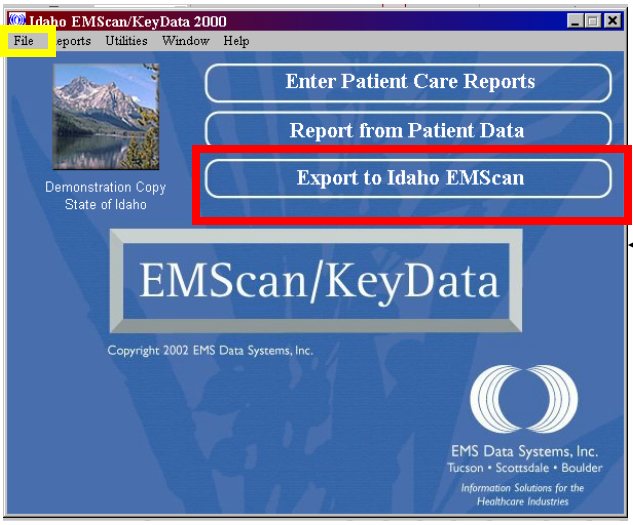
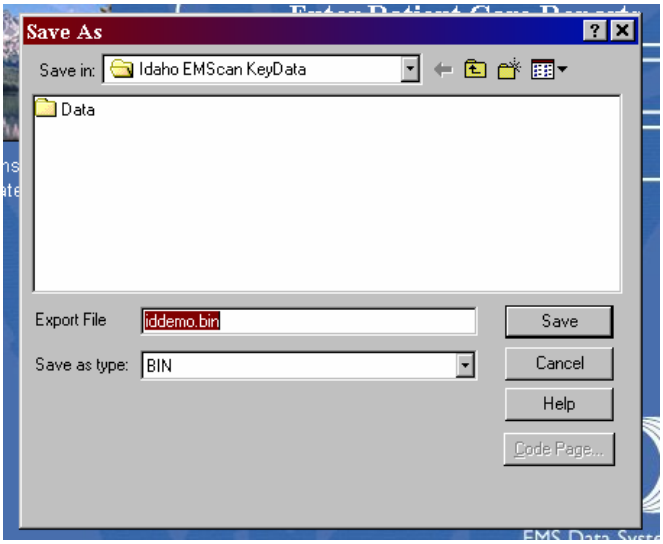
Keydata Export Procedure



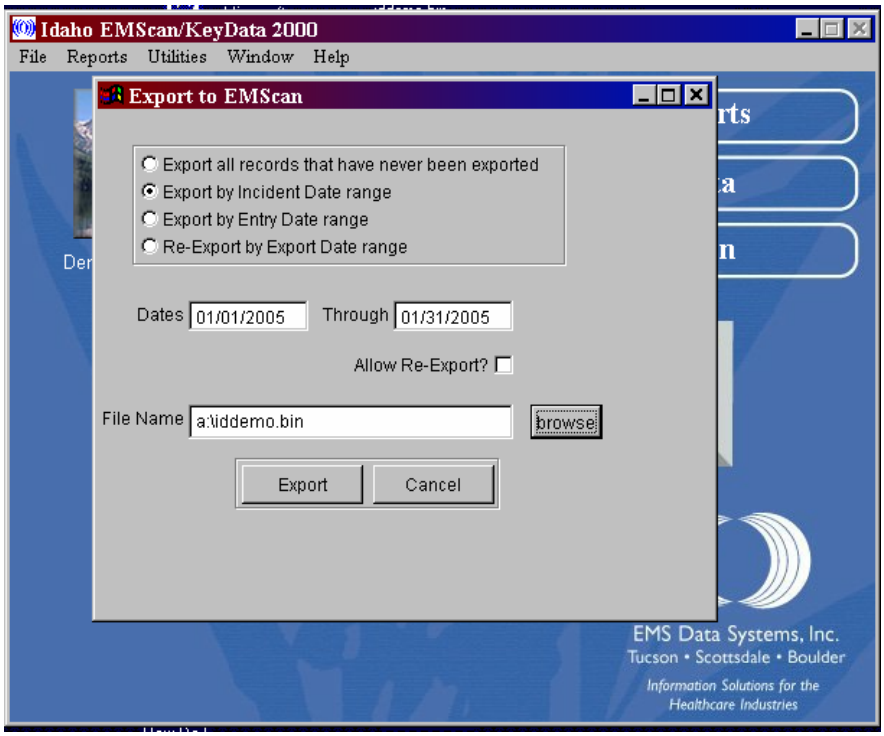
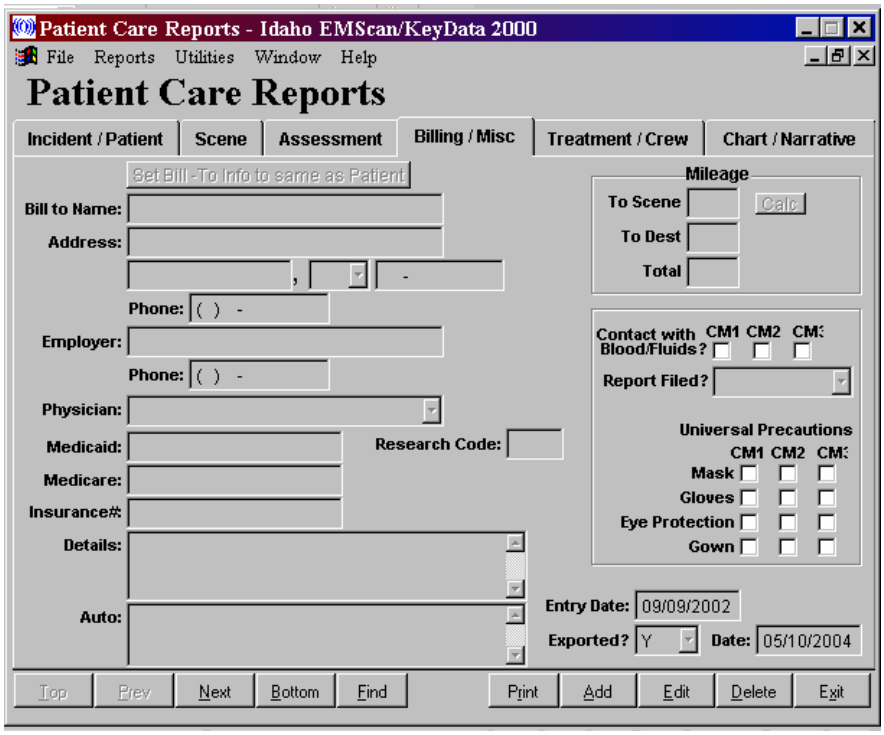
To export data to State EMS via e-mail you will see the following screens and do the listed procedures:

1. Log on to your KeyData Program
2. The screen to your left will be the first one you see after your log on is complete.
3. You can use one of two areas to initiate the export process:
    a. The File menu at the top of the task bar (outlined in yellow)or
    b. The Export to Idaho EMScan bar located at the right of the main screen (outlined in red)

1. After initiating the export procedure via the File menu or Button on the main screen, you will see the screen to the left.
2. Select one of the 4 export options that's in the upper portion of this screen.
3. If exporting by date range, fill in the Dates ___Through___ fields
4. The last thing to do in this box is to check the file name and export it to disk, which the picture to the left shows or to use the "browse" button and send the data to your desk top or another file that you will make and press export.
5. To send the data electronically to State EMS you will create a new e-mail, and provide the following information in the body of the e-mail:
    a. Agency name / Agency #
    b. Date range of the data
    c. How many PCR's you sent
6. To finish the process, attach the data that you exported to your desk top or other designated location to the e-mail and send to: Kim Martin idahopcrs@dhw.idaho.gov



Windows Keydata Export Choice Information



When exporting Keydata PCR's you have four choices that are listed in the picture above. If you want to export by date range and are unsure which reports have been exported you can click on the "Billing/Misc." tab, go to the bottom right hand side of the box to view whether or not the report has been exported. The picture below shows you where you can look to see if your report has been exported.